

POLICE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory and administrative positions, the primary duty of which is the management of an assigned patrol shift or police department division, including criminal investigation, special investigations, administration, internal affairs, training, and jail. Employees of this class are responsible for all required records and reports for the assigned area, for managing equipment and supplies for their division or shift, for performing public relations functions, and for the supervision of all subordinate personnel assigned. Police Captains perform their assigned duties with a high degree of independence, reporting to either the Police Chief or the Deputy Chief of Police.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of a patrol shift or the operation of one of the police department divisions. Determines how to organize the assigned services of the shift or division, including how to deploy personnel. Conducts inspections of the assigned services. Assists in investigating complaints against division employees and formulates a recommendation for reply to the complaint. Studies new laws, regulations, ordinances, and court rulings relating to assigned police operations to determine if changes in policies and procedures are needed.

Reviews the divisional operating budget and gathers information to be used in preparing proposed departmental operating budgets. Authorizes the expenditure of funds allocated for division operations, making sure that such expenditures are in accordance with the budget.

Provides for the maintenance of accurate division records. Personally completes required forms and records. Writes reports required to document division activity. Reviews reports written by subordinates. Writes letters in answer to written or oral requests or as required to address needs of the division. Writes requests for grants or other special funds to aid in the operation of the police service.

Promotes a positive image of the work of the department in the daily performance of duties. Answers telephone inquiries about the operation of the police department or related areas of law

enforcement work. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed.

Supervises subordinate employees of the assigned division. Holds meetings for the purpose of receiving reports or disseminating information. Inspects appearance of personnel to insure compliance with department standards for safety and propriety. Assigns duty areas and work schedules, and approves leave. Evaluates work performance of subordinates, and provides assistance in technical areas of work. Provides for on-the-job training for employees. Writes employee evaluation reports. Resolves employee complaints and grievances, and counsels employees who are experiencing work problems. Conducts corrective interviews in order to maintain discipline.

Supervises the general care, maintenance, and use of equipment, vehicles, and property of the assigned shift or division. Recommends the purchase of equipment and supplies.

Oversees the operation of law enforcement functions of the department, including patrol, traffic control and accident investigation, investigations, special operations, handling of juveniles, and administration of the jail.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a medical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Police Lieutenant immediately preceding closing date for application to the board.

BC	06-05-51	12-13-78	09-19-91	11-09-94
REV	11-12-73	03-17-80	11-07-91	04-26-01
	05-12-75	08-18-88	12-03-92	11-04-04
	09-07-77	05-04-89	06-23-93	08-22-07
				12-01-09
				05-18-11